

***U.S. PROBATION OFFICE***  
***Central District of California***

<b>Date:</b>	<b>March 22, 2010</b>
<b>Position Title:</b>	<b>Probation Clerk</b>
<b>Classification Level:</b>	<b>CL 23 (\$34,540 - \$56,209)</b>
<b>Closing Date:</b>	<b>April 22, 2010</b>
<b>Vacancy No.:</b>	<b>10-104</b>
<b>Location:</b>	<b>312 N. Spring St., Los Angeles, CA</b>

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**OVERVIEW OF THE POSITION**

The United States Probation Office, Central District of California is currently seeking an exceptional individual for our Probation Clerk (PC) position. The PC's primary role is to provide a variety of administrative and technical assistance to ensure the smooth and efficient management of the office.

**REPRESENTATIVE DUTIES**

- Perform general receptionist duties, and provide customer service to visitors.
- Instruct offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations, and officer assignment
- Prepare reports, correspondence and documents, and create case folders. Type, format and proofread.
- Enter statistical data in automated case tracking system, generate standard reports from databases and computerized systems, and ensure accuracy of statistical data.
- Perform mail room duties. Screen all incoming materials, mail and/or packages and deliver to appropriate individuals in the office as per established office procedures.
- Scan incoming and archived files and documents for electronic filing in appropriate location. Maintain and ensure accuracy of electronic files.
- Schedule appointments, arrange meetings, and maintain calendars to ensure completion of daily, weekly and monthly reporting.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting and cleaning), and any safety issues (such as broken furniture, inoperative equipment, etc).
- Assist with any language translation, if needed.
- Complete a mandatory 20 hours annually of work-related training.
- Perform other representative duties as assigned.

**QUALIFICATIONS**

Applicants must be a high school graduate or equivalent. Some college strongly preferred. Exceptional organization skills with attention to detail is a must. Must be able to take initiative and work independently. Strong interpersonal skills in communicating with various internal and external individuals, and establishing and maintaining good relationships with outside contacts. General knowledge and skill in use of general office equipment, telephone switchboard, personal computers, scanning devices, and software applications to prepare reports and correspondence. Proficient technical knowledge of Adobe software is a plus. Thorough knowledge of office procedures, practices, processes and telephone etiquette. Excellent knowledge of English grammar, spelling, and editing (will be tested). Ability to organize work in conjunction with interruptions and distractions to meet recurring deadlines, and maintain tracking systems related to cases. Experience with the criminal justice system and/or bilingual in Spanish or other pertinent language is a plus.

**INFORMATION FOR APPLICANTS**

The U.S. Probation Office requires employees to adhere to a Code of Conduct. The final candidate will be subject to an extensive background investigation by law enforcement agencies. The position is "at-will." The Federal Financial Reform Act requires direct deposit of federal wages for employees. Due to the volume of applications received, we will only be able to respond to those individuals who will be tested or interviewed. We are an Equal Opportunity Employer.

### BENEFITS

As a federal employee, you will have a wide variety of medical plans from which to choose. Options for dental, vision, life insurance, long-term disability insurance, long-term care insurance and flexible spending accounts. Participation in the Federal Employees Retirement System (FERS). Up to 5% matching on retirement savings (401k equivalent). Generous accrual of paid time off.

### HOW TO APPLY

To be considered for this position, please submit a cover letter, resume with salary history, and references to the contact information listed below. Any packet with missing information may not be considered. If you are selected for further consideration, we may also require you to submit proof of your qualifications.

U.S. Probation Office  
Attn: Human Resources (10-104)  
312 N. Spring St., 6th Floor  
Los Angeles, CA 90012-4701  
Fax: (213) 894-5666  
Email: [cacp\\_hr@cacp.uscourts.gov](mailto:cacp_hr@cacp.uscourts.gov)



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